



### 1. What is the Culture Learning Grant?

The Culture Learning Grant is a pilot effort that allows the HSFCA to:

- Encourage leadership and education in culture and traditional arts by furthering learning and understanding of folk and traditional arts,
- Increase access by making funding available statewide and encouraging neighbor island participation,
- Increase access by making funding available to cultural communities with low participation in other HSFCA grants programs, and
- Provide arts education in the folk and traditional arts for children and youth and/or families from these cultural communities.

### 2. Who can apply and what are the eligibility requirements?

- Eligibility is limited to folk and traditional arts that are relevant to Hawaii's cultural heritage. These arts have grown through time within Hawaii's island communities. They share the same ethnic or cultural heritage, language, religion, geographic area or way of life.
- Applicant must be a nonprofit organization, designated as exempt from federal income tax by the Internal Revenue Service (IRS).
- Applicant organization must have at least one year's experience with the type of project proposed. The HSFCA may grant an exception to this policy where the requesting or proposing organization has demonstrated the necessary experience in the program area.
- Projects must take place in Hawai'i.
- Only one application can be submitted during the granting period.

### 3. What is the required eligibility documentation?

Applicants who are currently receiving a grant from the HSFCA are considered eligible.

First-time applicants must provide certain documents in order to assess eligibility. Organizations are encouraged to allow sufficient time to make any necessary changes to bylaws or adopt any policy statements that will allow the organization to be eligible for HSFCA funding prior to the application deadline.

- Documents
  1. A copy of the organization's tax exempt status letter from the IRS; and
  2. A copy of the organization's bylaws and required policy statements.
- An organization's bylaws or policy statements MUST INCLUDE:
  1. Statements which establish a governing board whose members have no material conflict of interest and serve without compensation;
  2. A description of the manner in which business is conducted;
  3. A statement verifying that nepotism is prohibited; and
  4. Procedures for addressing potential conflict-of-interest situations.  
(See Sample on HSFCA website)



**4. What kinds of cultural activities are eligible?**

- Priority will be given to any folk or traditional art form practiced within non-Hawaiian Pacific Islander or Southeast Asian cultural communities in Hawai'i.
- Folk & Traditional Arts that have an aesthetic dimension (which includes music, dance, storytelling and various crafts) are eligible.
- Occupational activities such as massage therapy, healing practices, cooking, farming and fishing will not be considered unless the project includes an aesthetic aspect (e.g. carving tools, festive ceremonies related to the occupation).

**5. How much is a grant?**

- Maximum grant amount is \$10,000 for one fiscal year.

**6. What can the grant funds be used for?**

- Teaching artist(s) fee for teaching
- Travel expenses (U.S. only).
- Project supplies.
- Classroom space.
- Project coordination (limited to 10% of grant request).

**7. How long is the project period?**

- Grant period coincides with the state fiscal year, i.e. July 1 through June 30.

**8. What are the reporting requirements?**

- A final report is due at the end of the project, both narrative and financial, including any supplemental materials.
- The HSFCA will conduct site visits and may document the work being done.

**9. What are the application review criteria?**

- Completeness of the application (i.e. all required materials are submitted).
- Clarity of the application narrative.
- Teaching & Learning of Cultural Activities.
- Project Need and Promotion.
- Project Evaluation and explanation of project outcomes.



**10. What is the grant selection process?**

- Application materials are available sometime in January to February.
- Postmark deadline is generally in March or April.
- The panel meeting of folk and traditional arts cultural advisors is held in May or June to review applications and make grant recommendations.
- The HSFCA Board of Commissioners approves grants in June or July.
- Grant projects begin in the following fiscal year, pending availability of funds.

**11. How do I obtain information and application materials?**

- Culture Learning Grants forms and instructions are downloadable from the HSFCA website at [www.hawaii.gov/sfca](http://www.hawaii.gov/sfca).
- Forms are writable Word documents.
- Application announcements are disseminated via news release, local arts and culture listservs, and HSFCA enews.
- For more information, contact Denise Miyahana, Arts Program Specialist, at 808-586-0771 or [denise.miyahana@hawaii.gov](mailto:denise.miyahana@hawaii.gov).